



Assessment Committee

Harold Washington College



Executive Officers

Carrie Nepstad (Chair)

Jeffrey Swigart (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment),
Jen Asimow (Online Learning), Jen Asimow (Program Assessment),
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)

Departmental Unit Assessment Liaisons

Aigerim Bizhanova (Biology Liaison), Nick Ceh (Social Sciences Liaison), Fernando Miranda-Mendoza (Math and CIS Liaison), David Richardson (Humanities and Music Liaison), Amy Rosenquist (English Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 9/07/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Aigerim Bizhanova – Biology ● Nick Ceh – Social Sciences ● Sarah Kakumanu - Math and CIS ● John Kieraldo – Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad – Social & Applied Sciences ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Jeff Swigart - Math and CIS ● Ray Tse – Physical Science ● Phillip Vargas - Physical Science ● Loretta Visomirskis – English ● Paul Wandless – Art and Architecture ● Matt Williams – WL ELL ● Allan Wilson – Physical Science <p>Honored Guest:</p> <p>Apologies from:</p> <ul style="list-style-type: none"> ● Cindy Cerrentano ● Margarita Chavez 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Welcome to the fall 2016 semester 2. Review of the charge 3. What is assessment and how can student learning be assessed? 4. Fall 2016 semester calendar 5. Subs 2.0 6. Updates from Administration 7. Other Updates 8. Homework
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Intro:

Carrie called this meeting to order at 3:03pm. Introductions: Carrie Nepstad, Bara Sarraj, Dave Richardson, Phil Vargas, Nick Ceh, Jen Asimow, Fernando Miranda-Mendoza, Aigerim Bizhanova, Loretta Visomirskis, Ray Tse, Amy Rosenquist, Erica McCormack, Paul Wandless, Jeff Swigart, Sarah Kakumanu, Willard Moody, Yev Lapik, Bral Spight, Matt Williams, and John Kieraldo introduced themselves to the other members of the committee.

Updates & main agenda:

Carrie asked everyone to review the charge – especially those playing a formal or ad hoc role. The charge is revised annually in the spring.

Exercise: Carrie asked everyone to write down one thing related to assessment that you're confident about, and one thing you're unclear or less than confident about. We turned our anonymous responses in to Carrie.

This semester at beginning of meetings spend 10 minutes talking about assessment. It's a whole discipline involving a new language, and can be complicated. Taking time to really learn about it can be valuable.

Review assessment planning calendar. Thinking ahead to assessment times, direction on how to approach from Carrie.

Presentation: Carrie walked through a Prezi that she created entitled "What is Assessment". The shortcut to this presentation is: goo.gl/zdAq20

HLC visit: Carrie encouraged us to think about whether any of us would like to take on a role in the HLC accreditation process.

Subcommittees: We discussed organizing the committee subcommittees differently this year. Carrie dubbed the idea "Subs 2.0". The subcommittees would be based on different editors. Depending on the work at hand, the committee would break into teams of editors for content, editors for formatting, editors for grammar and editors for writing style.

Department chairs meeting: Carrie attended the department chairs meeting and provided an update on the humanities assessment that was piloted in the summer. She informed them that program-level assessment is happening, people shouldn't be surprised.

District-wide assessment meeting: Carrie also attended the District-wide assessment meeting. Keith interested in having a faculty survey across all City Colleges aimed at finding out about the climate of assessment. There was some discussion on this topic including the question of what the "climate of assessment" meant.

CCC Web site: Content editors of pages on the CCC Web site have been asked to review pages. This includes Carrie.

Updates from Jen: Jen attended meetings about the open bid for a new LMS or Learning Management System (i.e. we currently use Blackboard). Jen created a spreadsheet including details on what an ideal LMS would be capable of. Jen then met with Keith about these concerns. Hopefully this will result in purchasing the assessment piece of either Blackboard or of a new system. Jen is planning to meet with Vince Wiggins about how people are learning in an online environment.

Adjournment and Approval of These Minutes: Meeting adjourned 4:01. These 9/07/2016 minutes were approved on 9/14/2016 by a motion from Carrie and a second from Amy.



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Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 9/14/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Aigerim Bizhanova – Biology ● Nick Ceh – Social & Applied Sciences ● Sarah Kakumanu - Math and CIS ● Margarita Chavez – WL ELL ● Cindy Cerrentano – Office of Instruction ● John Kieraldo – Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad – Social & Applied Sciences ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Jeff Swigart - Math and CIS ● Ray Tse – Physical Science ● Loretta Visomirskis – English ● Paul Wandless – Art and Architecture ● Jacquelyn Werner – Academic Support Services ● Matt Williams – WL ELL ● Allan Wilson – Physical Science <p>Honored Guest:</p> <p>Apologies from:</p> <ul style="list-style-type: none"> ● Phil Vargas – Physical Science 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. review of the minutes 2. apologies for absence 3. Brief Updates from Chair: District Assessment, Adjuncts, Feedback from last week's CAT 4. 10 minutes of Assessment: Assessment vs Evaluation, Grading, and Research 5. Unit Assessment 6. Subs: Humanities, Editing (Liaison reports), Closing the Loop (weekly message)
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Intro, Apologies, and Previous Minutes:

Carrie called this meeting to order at 3:06pm. Apologies for absence: Phil Vargas. Ray Tse. Aigerim Bizhanova. Cindy introduced Jacquelyn Werner (check name), director of academic support services. Review of minutes: Cindy motioned, Amy seconded. Handouts provided: closing the loop calendar, charge, committee framework, definition and philosophy.

Updates:

Carrie updates: district assessment, adjuncts, feedback from last week's CAT (classroom assessment

techniques): District assessment: On September 26th an e-mail will go out to all faculty with the survey of the climate of assessment at City Colleges. Keith is asking for a designee from each college's assessment committee to be a contact person.

Carrie met with Cindy about assessment and how we can get information to adjunct faculty, especially assessment conversations that we plan to have throughout the semester.

Feedback from classroom assessment technique exercise from last week. There was a lot of variance in areas of focus for assessment and levels of confidence among the members. The committee discussed other responses, talked about the distinction between assessment and evaluation, but also about the potential overlap of the two. It is an ongoing process which involves self-reflection. Building a culture of assessment involves agreeing on a basic definition at an institutional level.

Unit assessment: Erica. We have 10 separate unit-level liaisons representing academic departments including the library. Thanks to administrative support.

Subcommittees:

Humanities: Erica, Jeff and Dave worked. They worked on planning and the grading rubric.

Editing Liaisons: Paul, Amy, Yev, Allan, Jen, Fernando, Cindy, Willard, Margarita, Nick, Bara and Matt. Worked on editing individual sections of the unit-level assessment annual report.

Adjournment and Approval of These Minutes: Meeting adjourned 4:01. These minutes approved on 9/21/2016. Loretta motioned to approve. Cindy seconded.



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Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 9/21/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Aigerim Bizhanova – Biology ● Nick Ceh – Social & Applied Sciences ● Sarah Kakumanu - Math and CIS ● Margarita Chavez – WL ELL ● Cindy Cerrentano – Office of Instruction ● John Kieraldo – Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad – Social & Applied Sciences ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Jeff Swigart - Math and CIS ● Ray Tse – Physical Science ● Loretta Visomirskis – English ● Matt Williams – WL ELL ● Allan Wilson – Physical Science <p>Honored Guest:</p> <ul style="list-style-type: none"> ● Vincent Wiggins <p>Apologies from:</p> <ul style="list-style-type: none"> ● Paul Wandless – Art & Architecture ● Jacquelyn Werner – Academic Support Services 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Review of the Minutes 2. Apologies for absence: Paul 3. 10 Minutes of Assessment: Assessment and Research, Why assess? 4. Table of CAT responses from the committee 5. Updates from Chair: meetings with administration and with Execs, review of website 6. Faculty Survey of the Culture of Assessment 7. Subs: Humanities, Editing team - communications to HWC about survey (attached)
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Intro, Apologies, and Previous Minutes:

Carrie called this meeting to order at 3:05pm.

Apologies for absence: Paul Wandless.

Review of 9/14 minutes: Loretta motioned to approve. Cindy seconded.

10 Minutes of Assessment:

The committee discussed Assessment of student learning and evaluation and how they are distinct from one

another, although in instances they can overlap a little.

Updates:

Carrie met with Jen, Armen, and Jeff to get a sense of where we're going with all the projects we're working on. Armen is trying to be involved and supportive. Armen is checking for funds for ordering copies of the book *A Common Sense Guide to Assessment of Student Learning*, by Linda Suskie. Carrie contacted the author to find out what her presentation fees are. They are in fact expensive. The most feasible approach to obtaining funds to have the author visit might be to organize an all-colleges event.

Carrie met with Keith to talk about survey, the process, and why this came about. He's looking for ways to support assessment at all of the Colleges. E-mail is going to go out to faculty all across the Colleges from District. Armen is going to send out a message about the survey, prior to the survey being sent out by District which is expected to be sent on Monday, September 26th. The findings of the survey are going to be shared with the Colleges by District.

Other Business:

Jen and Vince will be working closely together on thinking about how to incorporate assessment in the online environment. Analytics is very important in the area of online learning and Vince explained analytics as measurements of what kind of behavior can lead to pass rates.

Subcommittees:

Humanities: Erica, Dave, and Jeff worked on the rubric for the humanities assessment.

Editing Liaison: Jen, Sarah, Yev, Matt, Aigerim, Amy, Ray, Cindy, Phil, Carrie, Fernando, Bara, Allan, Loretta and John brainstormed and discussed ideas for getting our promotional assessment message out. Snapchat, iJot (Margie uses), using the flat-screen monitors located throughout the college all were ideas put forward. Potentially we should contact Scott Brigham the marketing coordinator (who is part-time) about ideas on this. Carrie will contact him.

Adjournment and Approval of These Minutes: Meeting adjourned 4pm. These minutes approved on 9.21 as motioned by Amy and seconded by Ray.



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Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 9/28/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Aigerim Bizhanova – Biology ● Nick Ceh – Social & Applied Sciences ● Sarah Kakumanu - Math and CIS ● Margarita Chavez – WL ELL ● Cindy Cerrentano – Office of Instruction ● Todd Heldt – Library ● John Kieraldo – Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad – Social & Applied Sciences ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Jeff Swigart - Math and CIS ● Ray Tse – Physical Science ● Loretta Visomirskis – English ● Paul Wandless – Art & Architecture ● Jacquelyn Werner – Academic Support Services ● Matt Williams – WL ELL ● Allan Wilson – Physical Science <p>Honored Guest:</p> <ul style="list-style-type: none"> ● Vincent Wiggins – Office of Instruction 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Review of the minutes 2. Apologies 3. Updates 4. Humanities Assessment 5. New Business
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Intro, Apologies, and Previous Minutes:

Carrie called this meeting to order at 3:05pm.

Apologies for absence: none.

Review of 9/21 minutes: motioned to approve, Amy. Seconded, Ray.

Updates:

Jen met with Phil and Vincent about the online learning pilot of students' perceptions of their own learning in

online work.

Carrie said that Asif Wilson contacted Carrie seeking feedback from the assessment committee. He requested the quantitative reasoning report. He's interested in talking with the committee about developmental education. He's contemplating how the developmental education and assessment committees might go into some sort of collaboration. Jeff and Phil expressed an interest in being included in the meeting that Carrie will schedule with Asif about collaborating with development education.

Humanities Assessment:

The entire committee discussed the current humanities assessment. The assessment is a Google Form and is made up of a preamble and student identification on the first page. Then there is the choice of artifact that the student will provide a response to, followed by a set of attitude questions, and finally a few exit questions. Some discussion points included the order of the various sections, the question of whether we should use a Google Form or the Web-based SurveyMonkey application, the similarity to the 2007 humanities assessment, and whether we should have a computer lab option (in which an area of computers with a volunteer proctor should be made available).

Carrie would like to look into whether funds can be had in order to run the survey using SurveyMonkey.

New Business:

No new business.

Subcommittees:

Subcommittees did not meet.

Adjournment and Approval of These Minutes: Meeting adjourned 4pm. These minutes approved Jen, seconded Ray.



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Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 10/05/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Aigerim Bizhanova – Biology ● Nick Ceh – Social & Applied Sciences ● Sarah Kakumanu - Math and CIS ● Margarita Chavez – WL ELL ● John Kieraldo – Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad – Social & Applied Sciences ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Jeff Swigart - Math and CIS ● Ray Tse – Physical Science ● Loretta Visomirskis – English ● Paul Wandless – Art & Architecture ● Matt Williams – WL ELL ● Allan Wilson – Physical Science <p>Honored Guest:</p> <ul style="list-style-type: none"> ● Todd Heldt <p>Apologies from:</p> <ul style="list-style-type: none"> ● Aigerim Bizhanova -- Biology ● Cindy Cerrentano – Office of Instruction ● Jacquelyn Werner – Academic Support Services ● Vince Wiggins – Office of Instruction 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Review of the minutes 2. Apologies for absence - Cindy, Vincent 3. General Education updates 4. Report from Admin 5. 10 minutes of assessment - culture of assessment 6. Advice for Michael for October 14th event (based on our April 8th experience) 7. Reminder: Assessment Times - what are you writing?
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Intro, Apologies, and Previous Minutes:

Jeff called the meeting to order at 3:03pm Jen motioned to approve the minutes of 9/28/16, Ray seconded the motion to approve.

Apologies for absence:

We had apologies for absence for this meeting from Cindy Cerrentano, Vincent Wiggins, Jacquelyn Werner, and Aigerim Bizhanova.

Humanities assessment:

The committee spent much of the meeting time looking at the Humanities Assessment. The number of essays was reduced from four to one in contrast to the 2007 Humanities Assessment. And with the current Humanities Assessment, a concerted effort was made to choose topic items of equal obscurity. We discussed how graders will be chosen. For the 2007 Humanities Assessment graders were chosen from different departments, not exclusively the Humanities Department, but where those from outside of humanities had some aptitude for the subject matter. We will use Google Docs as planned as the platform for carrying out the assessment.

General Education updates

Carrie, in meeting with Armen, requested the purchase of the second edition of Linda Suskie book, *Assessing Student Learning a Common Sense Guide for officers and liaisons*. This will cost less but still come with the provision that members from all, or virtually all, academic departments of the College can read the book.

In the spring the committee might publish a special edition newsletter in which we explore examples of how and to what extent our assessment findings in various areas have been taken into account and/or implemented in some way by the administration.

10 minutes of assessment - culture of assessment

The committee did not have time for this segment this week.

Advice for Michael for October 14th event (based on our April 8th experience)

For the October 14th event, based on our experience with the April 8th event in the spring, one suggestion made was that food could be offered.

Adjournment and Approval of These Minutes:

Meeting adjourned at 4pm. These minutes were approved by Jen. They were seconded by Cindy.



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Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 10/12/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> • Jen Asimow – Social & Applied Sciences • Aigerim Bizhanova – Biology • Nick Ceh – Social & Applied Sciences • Cindy Cerrentano – Office of Instruction • Sarah Kakumanu - Math and CIS • John Kieraldo – Library • Yev Lapik - Biology • Erica McCormack - Humanities and Music • Fernando Miranda-Mendoza - Math and CIS • Willard Moody - English • Carrie Nepstad – Social & Applied Sciences • David Richardson – Humanities • Amy Rosenquist - English • Bara Sarraj - Biology • Jeff Swigart - Math and CIS • Ray Tse – Physical Science • Phil Vargas – Physical Science • Loretta Visomirskis – English • Paul Wandless – Art & Architecture • Jacquelyn Werner – Academic Support Services • Vince Wiggins – Office of Instruction • Matt Williams – WL ELL • Allan Wilson – Physical Science <p>Honored Guest:</p> <ul style="list-style-type: none"> • Margie Martyn – President • Armen Sarrafian – Vice President • Todd Heldt – library <p>Apologies from:</p> <ul style="list-style-type: none"> • Margarita Chavez – WL ELL 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Review of the minutes 2. Apologies for absence 3. Findings from the Natural Science assessment - Philip and Sarah 4. Humanities assessment roll-out 5. Prep for IUPUI 6. Volunteers for 10/14 meeting
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Intro, Apologies, and Previous Minutes:

Carrie called this meeting to order at 3:03 pm.

Apologies for absence:

Margarita Chavez sent her apologies for having to be absent for this meeting.

Review of 10/05 minutes:

Jen motioned to approve the minutes of the 10/05 meeting, and that was seconded by Cindy.

Findings from the Natural Science assessment:

Philip Vargas and Sarah Kakumanu presented to the Assessment Committee on their findings and recommendations from the Natural Sciences Assessment carried out in fall of 2015. Phil provided the Committee with a beautifully formatted, preliminary paper entitled Student Learning in the Natural Sciences: a Correlation Assessment. Among other findings, there was a demonstrated correlation between taking courses in the natural sciences and relatively high performance on the assessment tool.

Some questions posed by the committee included the following. What is the correlation between relative success on the assessment tool and courses taken in the discipline? Students who took courses in four disciplines – Chemistry, Biology, Physics and Inter-disciplinary 299 (STEM Scholar program) – performed relatively well according to statistical analysis.

It was suggested in the discussion that it would be interesting if it were possible to isolate four distinct groupings of students in order to see how they would excel on the assessment – students who haven't taken any sciences courses, students who have had general education physical science, students who have taken general education biological science, and students who have taken both general education courses in physical and biological sciences.

Attitudinal questions arose in the discussion and were addressed in the paper. From the committee, one member wondered whether a desire to take a course in one of the natural sciences disciplines in the first place would tend to indicate a desire to excel in that discipline. Is this a valid assumption and how can it be answered by the assessment?

Carrie suggested running the Natural Sciences Assessment again in the near future. It is all set up and wouldn't be difficult to run again.

Armen suggested running it as a District-wide assessment, assuming the learning outcomes are all the same. It was agreed that there would be lots of variables to sort out in such an endeavor, but that it's something to think about down the road.

On Tuesday, October 18th, Phillip, Sarah, and Carrie will give a presentation on the Natural Sciences Assessment at the Assessment Institute held at Indiana University-Purdue University Indianapolis.

Humanities Assessment:

Carrie suggested that the members of the assessment committee each take the humanities assessment. She suggested that we take it anonymously but to indicate that we are taking it as an AC member.

Adjournment and Approval of These Minutes: Meeting adjourned at 4pm. These minutes were approved by Loretta Visomirskis, and seconded by Jen Asimow.



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Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 10/19/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Aigerim Bizhanova – Biology ● Nick Ceh – Social & Applied Sciences ● Cindy Cerrentano – Office of Instruction ● Margarita Chavez – WL ELL ● Sarah Kakumanu - Math and CIS ● John Kieraldo – Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad – Social & Applied Sciences ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Jeff Swigart - Math and CIS ● Ray Tse – Physical Science ● Loretta Visomirskis – English ● Paul Wandless – Art & Architecture ● Jacquelyn Werner – Academic Support Services ● Matt Williams – WL ELL ● Allan Wilson – Physical Science <p>Honored Guest:</p> <ul style="list-style-type: none"> ● Todd Heldt – library <p>Apologies from:</p> <ul style="list-style-type: none"> ● Phil Vargas – Physical Science ● Vince Wiggins – Office of Instruction 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Review of the Minutes 2. Apologies for absence 3. Report on presentation and attendance at the IUPUI Assessment Institute 4. Humanities Assessment 5. Assessment Times prep
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Intro, Apologies, and Previous Minutes:

Carrie called this meeting to order at 3:05pm.

Apologies for absence:

Phil Vargas sent his apologies for not being able to attend today, and Vince Wiggins did as well.

Review of 10/12 minutes:

Loretta motioned to approve these minutes. This was seconded by Jen.

General discussion on assessment tool design:

Unit-level liaison for the Library, Todd Heldt, asked for feedback from the committee as to whether he should add a dummy question to his assessment tool in order to filter out people who don't take questions seriously. Bral suggested it might be enough just to look at the overall consistency of the answers. Jen suggested structuring questions in such a way as to make it obvious when survey takers are going through the motions. Jeff asked if a dummy question, such as "answer C if you are a human", be added to the humanities assessment. Generally, committee members suggest not putting a dummy question at the end, rather it might be placed approximately two-thirds of the way through the survey. Jen suggests such a question should be something the assessment taker would have to fill in, rather than choose a number, or check a box. Jen also suggested that if student ID numbers are being collected, that could constitute the so-called dummy question, placed not at the very beginning but somewhere in the middle of the survey.

Report on presentation and attendance at the IUPUI Assessment Institute:

Carrie and Sarah reported on presenting and attendance at the IUPUI Assessment Institute. Sarah commented on the observation that most of the sessions that she attended dealt in some way with rubrics. The opening speaker talked about times when he/she worked under less than stellar support for assessment, and Sarah commented that she felt grateful for the high level of support that we have here.

Paul suggested that we might write a general piece for the fall newsletter involving a conversation about assessment on a more conversational level than some of the more detail-oriented or academic pieces that we would typically write for the Assessment Times.

Carrie presented some of the comments made by keynote speaker, Sylvia Jenkins, President of Moraine Valley Community College, along with comments made by Tom Angelo, and Linda Suskie. These were presented in a separate document on the Assessment Institute. Linda Suskie for instance has done a lot of work on rubrics and Carrie said that she would like the committee to return to the topic of rubrics in the short term.

Erica said that a rubric tied to assignment design is likely to be the most compelling to our faculty. Amy suggested employing a "backward design" approach to working with rubrics. Carrie commented that students at the graduate level tend to be highly dependent on rubrics. Jen said that evidence suggests that rubrics should be shown to students up front, not only after the fact. Carrie emphasized that we have established a seat at the table at the annual IUPUI Assessment Institute.

Carrie brought back from the conference a small selection of books on assessment that she passed around the conference table for assessment committee members to look at.

Humanities Assessment:

Tabled until next time.

Assessment Times prep:

Tabled until next time.

Adjournment and Approval of These Minutes: Meeting adjourned . These minutes were approved by Jen, and seconded by Loretta.



Assessment Committee

Harold Washington College



Executive Officers

Carrie Nepstad (Chair)

Jeffrey Swigart (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment),
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Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 10/26/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Aigerim Bizhanova – Biology ● Nick Ceh – Social & Applied Sciences ● Cindy Cerrentano – Office of Instruction ● Margarita Chavez – WL ELL ● Sarah Kakumanu - Math and CIS ● John Kieraldo – Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad – Social & Applied Sciences ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Jeff Swigart - Math and CIS ● Ray Tse – Physical Science ● Phil Vargas – Physical Science ● Loretta Visomirskis – English ● Paul Wandless – Art & Architecture ● Jacquelyn Werner – Academic Support Services ● Vince Wiggins – Office of Instruction ● Matt Williams – WL ELL ● Allan Wilson – Physical Science <p>Honored Guest:</p> <ul style="list-style-type: none"> ● Todd Heldt – library <p>Apologies from:</p> <ul style="list-style-type: none"> ● Nick Ceh – Social & Applied Sciences ● Cindy Cerrentano – Office of Instruction ● David Richardson – Humanities ● Phil Vargas – Physical Science 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. review of the minutes 2. apologies for absence 3. Updates - Carrie 4. Online assessment - Jen 5. Humanities rubric - Jeff
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Intro, Apologies, and Previous Minutes:

Carrie called this meeting to order at 3:04pm.

Apologies for absence:

Nick Ceh, Cindy Cerrentano, Dave Richardson, and Phil Vargas sent their apologies for their absence from today's meeting.

Review of 10/19 minutes:

Jen motioned to approve these minutes. This was seconded by Loretta.

Updates:

Ten responses were received from HWC faculty to the recent survey of the climate of the culture of assessment at City Colleges. This survey went out to all faculty across the District. The highest number for any individual campus was nineteen. Carrie heard from Jonathan Keiser asking what needed to happen in order to get a higher response rate. Somebody commented that the survey itself required a little more thought than one might have anticipated. Jonathan said that the results could lead to additional resources at the colleges.

Books: Thanks to Armen, each department represented on the Committee got a copy of Linda Suskie's *Assessing Student Learning: A Common Sense Guide*, second edition.

Last week we started a conversation about rubrics. Carrie found some articles on rubrics that she thinks will be useful. She also reported back to the committee on a listserv post on rubrics that she made. Carrie says she heard from Linda Suskie in response to her post, as well as from around twenty other individuals.

Online Assessment:

Jen shared a draft of a letter that will be sent to all online instructors asking them to have their students participate in a carefully designed indirect assessment about students' perceptions of learning in online courses.

Humanities Rubric:

The Committee continued to look at the Humanities Assessment survey and rubric. Specifically, the Committee looked carefully at the language of the rubric in terms of consistency and clarity.

Adjournment and Approval of These Minutes: The meeting adjourned at 4pm. These minutes were approved by Ray, and seconded by Loretta.



Assessment Committee

Harold Washington College



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Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 11/02/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Aigerim Bizhanova – Biology ● Nick Ceh – Social & Applied Sciences ● Sarah Kakumanu - Math and CIS ● John Kieraldo – Library ● Yev Lapik - Biology ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Jeff Swigart - Math and CIS ● Ray Tse – Physical Science ● Phil Vargas – Physical Science ● Loretta Visomirskis – English ● Paul Wandless – Art & Architecture ● Jacquelyn Werner – Academic Support Services ● Vince Wiggins – Office of Instruction ● Matt Williams – WL ELL ● Allan Wilson – Physical Science <p>Honored Guest:</p> <ul style="list-style-type: none"> ● Todd Heldt – library <p>Apologies from:</p> <ul style="list-style-type: none"> ● Cindy Cerrentano – Office of Instruction ● Margarita Chavez – WL ELL ● Erica McCormack – Humanities and Music ● Carrie Nepstad – Social & Applied Sciences 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Review of the Minutes 2. Apologies for absence 3. Humanities planning 4. Assessment Times - new process (Idea: John can ask people to bring their laptops and folks can try entering their blurbs onto the Assessment Times Google doc. right then and there!) 5. Updates: Jen, did you want to follow up with the revised survey?
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Intro, Apologies, and Previous Minutes:

Jen called this meeting to order at 3:08pm.

Apologies for absence:

Cindy Cerrentano, Margarita Chavez, Erica McCormack, and Carrie Nepstad sent their apologies for not being able to attend today.

Review of 10/26 minutes:

Ray moved to approve the minutes from last week and this motion was seconded by Loretta.

Online learning survey and letter continued from last week:

Carrie is preparing a letter to be sent to all online teaching faculty which will describe what assessment is all about. Another letter, this one written by Jen, will follow Carrie's letter. Jen provided a revised copy of this letter. It will follow Carrie's by about a week, and it will be sent to online teaching faculty in which they will be encouraged to participate in a survey of students' perceptions of learning in

online courses.

Jen also shared a printout of some nine pages in length of the Google Form survey that this letter will encourage the students to take. This survey constitutes an indirect assessment of student learning, i.e. it involves students' perspectives on the overall learning environment. One optional answer to a question in the survey had language modified from "personal learning style" to "personal communication style. In another question the committee opted for the language "I am a self-directed learner", and, "I prefer learning in private", among other alternatives. Finally, Jen also split one formerly extensive question into two, one dealing with interactive elements, and another dealing with instructional elements.

The committee took a short time from the scheduled agenda to review the distinction between a direct assessment and an indirect assessment. A direct assessment is essentially about finding out what students are learning, whereas an indirect assessment is about how they perceive the learning environment that they are working in.

The survey takes the approach of relating the online environment to the traditional environment. Vince points out that this survey is going out District-wide.

Humanities planning:

The committee looked again at the rubric for guiding the graders of the forthcoming humanities assessment. Erica and Dave have had a lot of discussions about the rubric over the past week or so. The committee spend a short amount of time reviewing the experience of those who graded the previous humanities assessment. The committee spent time looking at the poem *By the Stream*, but Lawrence Dunbar and an anonymous student's response to it from a pilot of the assessment. The committee discussed in some detail what would constitute a relatively strong response to this poem versus a relatively weak response to this poem, i.e. strong evidence of the outcome, adequate evidence of the outcome, emerging evidence of the outcome, or little or no evidence of the outcome.

Assessment Times planning:

The meeting adjourned just after 4pm and there was not enough time for discussion of the forthcoming Assessment Times newsletter. However, in during the week reminders will be sent to committee members about when to send their draft articles, and whom to send them to.

Updates:

There were no updates to be shared.

Adjournment and Approval of These Minutes: The meeting adjourned at 4:01pm. These minutes were approved by Loretta, and seconded by Paul.



Assessment Committee

Harold Washington College



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Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 11/09/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Nick Ceh – Social & Applied Sciences ● Margarita Chavez – WL ELL ● Sarah Kakumanu - Math and CIS ● Erica McCormack – Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Carrie Nepstad – Social & Applied Sciences ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Bral Spight - Business ● Jeff Swigart - Math and CIS ● Loretta Visomirskis – English ● Paul Wandless – Art & Architecture ● Jacquelyn Werner – Academic Support Services ● Vince Wiggins – Office of Instruction <p>Honored Guest:</p> <ul style="list-style-type: none"> ● Todd Heldt – library <p>Apologies from:</p> <ul style="list-style-type: none"> ● Cindy Cerrentano – Office of Instruction ● John Kieraldo – Library ● Ray Tse – Physical Science 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Apologies for absence 2. Review of the minutes 3. Updates to Humanities Assessment 4. Updates to Assessment Times 5. Statement about the election results 6. Adjourn
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Intro: Carrie called this meeting to order at 3:04pm.

Apologies for absence: Cindy Cerrentano and John Kieraldo sent their apologies for not being able to attend today and so did Ray Tse. Jeff Swigart took minutes in John’s absence.

Review of 11/2 minutes: Loretta moved to approve the minutes from last week and this motion was seconded by Paul.

Humanities Assessment: Committee members discussed the humanities assessment rubric, making some final edits. Jen motioned approval, and Erica seconded, and the committee approved unanimously. The same was done with the humanities survey. Jen motioned approval, Amy seconded, and the committee approved unanimously. We now need to plan how we will grade the writing samples that come from the survey. Carrie will talk to VP Armen Sarrafian about options for payment, such as release time from registration week, as well as the possibility of adjuncts getting paid for grading.

Assessment Times: Committee members will continue working on their articles and get them to John as fast as possible. Jeff, Jen, and Phil have submitted their articles.

Election Statement: Carrie shared that the work we do is all the more important after the election, and in the continued context of reinvention, that we must generate good data that we analyze and protect.

Adjournment and Approval of These Minutes: The meeting adjourned at 4:01pm. These minutes were approved by Amy, and seconded by Bral.



Assessment Committee

Harold Washington College



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Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 11/16/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Nick Ceh – Social & Applied Sciences ● Cindy Cerrentano – Office of Instruction ● Sarah Kakumanu - Math and CIS ● John Kieraldo – Library ● Erica McCormack – Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Carrie Nepstad – Social & Applied Sciences ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Bral Spight - Business ● Jeff Swigart - Math and CIS ● Ray Tse – Physical Science ● Loretta Visomirskis – English ● Jacquelyn Werner – Academic Support Services ● Vince Wiggins – Office of Instruction <p>Honored Guest:</p> <ul style="list-style-type: none"> ● Todd Heldt – library <p>Apologies from:</p> <ul style="list-style-type: none"> ● Phil Vargas -- Physical Science ● Margarita Chavez – WL ELL ● Paul Wandless – Art & Architecture 	<p>Agenda: No agenda sent</p>
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Intro: Carrie called this meeting to order at 3:03pm.

Apologies for absence: Phil, Margarita, Paul.

Review of 11/9 minutes: Amy moved to approve the minutes from last week and this motion was seconded by Bral.

Humanities Assessment: The Committee concluded that we need 20 graders for the Humanities Assessment. Jeff will prepare an e-mail for the graders.

Assessment Times: The Committee continued to work on the fall edition of the Assessment Times including the titles and the order of the individual articles.

Adjournment and Approval of These Minutes: The meeting adjourned at 4pm. These minutes were approved by Jen and seconded by Jeff.



Assessment Committee

Harold Washington College



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Fernando Miranda-Mendoza (Math and CIS Liaison), David Richardson (Humanities and Music Liaison), Amy Rosenquist (English

Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 11/30/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Nick Ceh – Social & Applied Sciences ● Margarita Chavez – WL ELL ● Sarah Kakumanu - Math and CIS ● John Kieraldo – Library ● Erica McCormack – Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Carrie Nepstad – Social & Applied Sciences ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Bral Spight - Business ● Jeff Swigart - Math and CIS ● Ray Tse – Physical Science ● Paul Wandless – Art & Architecture ● Jacquelyn Werner – Academic Support Services ● Vince Wiggins – Office of Instruction <p>Honored Guest:</p> <ul style="list-style-type: none"> ● Todd Heldt – library <p>Apologies from:</p> <ul style="list-style-type: none"> ● Cindy Cerrentano – Office of Instruction ● Loretta Visomirskis – English 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Apologies for absence 2. Review of the minutes 3. Brief updates 4. Assessment Times - final feedback 5. Humanities Assessment - norming session planning
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Intro: Carrie called this meeting to order at 3:06pm.

Apologies for absence:

Loretta, Bral, Phil, Margarita, Cindy, Jacquelyn,

Review of 11/16 minutes:

We will review the minutes from 11.16 next week.

Brief updates

Updates on meetings we've had, and going to have. Updates on planning for the norming session.

Carrie met with Armen yesterday. She updated Armen on the progress on the assessment times. Carrie spent the morning reading through the current draft. Carrie has been working on the special assignment forms for days. Has become responsibility of chair, instead of secretary. I.e. not fair for departmental secretary of social and applied sciences. The form for the special assignments needs updating. Members use a program to edit acrobat reader in order to update the form. So Carrie will let Carrie know at the coming Friday chairs meeting that the form is a problem and that the special assignments will eventually be processed. The load of the individuals for special assignments is being record with the administration. Some forms still say 19__ on them. These special assignments are for the liaison assignments.

Carrie also spoke with Armen about how the graders will be compensated for the humanities grading. 15 hours from spring and then another 15 hours from fall. Putting in 30 hours of time for assessment, but still have to come in for 15 hours. (Talk with Carrie about this.) 6 hours of the 30 hours for spring registration is going to be about assessment. 15 hours total are to be about professional development. (6 hours of that on assessment.) So the graders will only have to come in for 15 of the 30 hours of registration. Carrie is going to keep track of the hours that the graders put in.

On grading, 30 hours should be more than enough time. People, graders, will become more proficient over time.

Carrie is still thinking over the process some.

Carrie will follow up with Armen to make sure he sends an e-mail to all faculty about the requirements for registration week.

Assessment Times: Committee members will continue working on their articles and get them to John as fast as possible. Jeff, Jen, and Phil have submitted their articles.

We spent time going through the assessment times, took some hand-written notes.

Humanities grading

Norming session will take place next week, or the following week.

Who will be a grader for the humanities assessment: Bara, Paul, Amy, Jeff, Erica, Willard, Dave, Sarah, Ray, Loretta?, Allan?, Carrie?

These are the names of people who have volunteered (via Carrie): Paul, Bara, Jeff, Yev, Amy, Allan, Nick, Erica, Willard, Dave, Sarah, Ray.

Erica will put out a call to the full-timers in her department asking them to volunteer to be a grader.

Amy suggests reaching out to former assessment committee members to be graders.

... unclear who is committing just now. Two weeks ago (last meeting) Carrie came up with the figure of 20. (Now I remember that we discussed this in the minutes two weeks ago, the minutes I can't find.) Carrie is trying to get people to be enthusiastic about being a grader.

Erica says that the link to the online humanities assessment survey should be sent out again. Faculty don't need to have volunteered their classes in order for students to take part in the survey.

Jeff suggests that each of us pick one or two colleagues to reach out to, to encourage them to have their students do the survey.

Carrie offered some suggestions about how to communicate with faculty about the survey.

Paul asked to have all the material in advance, the artifacts, etc.

Norming session, next Wednesday, and the following Wednesday. 7th 2-3, or 14th 3-4. Erica will be sending samples ahead of time.

Adjournment and Approval of These Minutes: The meeting adjourned at 4:01pm. These minutes were approved by Amy, and seconded by Bral.



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Harold Washington College



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Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 12/07/2016 (Approved)

3:00 PM to 4:00 PM in Room 1046

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Aigerim Bizhanova ● Sarah Kakumanu - Math and CIS ● John Kieraldo – Library ● Yev Lapik -- Biology ● Erica McCormack – Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● David Richardson – Humanities ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Bral Spight - Business ● Jeff Swigart - Math and CIS ● Ray Tse – Physical Science ● Paul Wandless – Art & Architecture ● Allan Wilson -- Physical Science <p>Honored Guest:</p> <ul style="list-style-type: none"> ● Todd Heldt – library <p>Apologies from:</p> <ul style="list-style-type: none"> ● Jen Asimow – Social & Applied Sciences ● Nick Ceh – Social & Applied Sciences ● Cindy Cerrentano – Office of Instruction ● Margarita Chavez – WL ELL ● Carrie Nepstad -- Social & Applied Sciences ● Loretta Visomirskis – English ● Jacquelyn Werner – Academic Support Services ● Vince Wiggins – Office of Instruction 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Review minutes 2. Final review of Assessment Times (newsletter) 3. Humanities team reflection on norming session
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Intro: John called the meeting to order at 3:05pm

Present:

Bral, Aigerim, Yev, Paul, Erica, Jeff, Bara, Dave, Ray, Sarah, Amy, Fernando, Allan, Willard, Todd.

Apologies for absence:

Jen, Jacquelyn, Carrie, Nick, Cindy, Margarita, Loretta, Vince.

AC Chairs' Report via Carrie:

I met with the Department Chairs last week. I gave them our updates, but then we spent a good amount of time talking about assessment. It was a really good conversation about the relationship of the departments to assessment and the role each individual

faculty member plays in the assessment process. We also talked about how to make assessment more accessible to the average instructor. I thought it was a good discussion and I appreciated that we were allowed to spend the time during the Chairs meeting.

General:

The Committee continued to discuss and focus on the Humanities Assessment. A normal session took place just prior to today's assessment meeting, and there will be a final norming meeting next week for the graders of the Humanities Assessment. Some questions discussed included whether the low number of participants so far in the Humanities Assessment might have to do with people generally having survey fatigue, and why this particular assessment had been so labor-intensive relative to other assessments.

Assessment Times:

Final edits and details to the Assessment Times were discussed. It was decided that we would use fun, alternative titles to the articles. Jeff and Todd contributed most of these. These were long titles that would go at the headings to the individual articles but not in the table of contents.

Adjournment and Approval of These Minutes: The meeting, the last of the semester, adjourned early. These minutes were approved by Paul, and seconded by Loretta.